

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Automotive Parts Operations Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages and supervises a large parts department with multiple storerooms. Manages the procurement, inventory, hiring, and training activities for the parts department. Manages all vendor activities for fleet maintenance, and coordinates facility repair and the disposal of hazardous waste.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the procurement of parts and service by ensuring adherence to the budget, acquiring vendors through a bidding process, negotiating contracts with vendors, maintaining relations with vendors, and processing paper work.
2	S	Controls inventory by planning, organizing and monitoring a computerized inventory control system, evaluating and resolving problems concerning procurement, receipt, storage, and distribution of fleet needs, and planning and implementing a bar-coding system.
3	S	Manages teams and provides leadership to staff by delegating tasks, performing team and individual evaluations, and training and directing both individuals and teams.
4	S	Coordinates facility repair and maintenance and hazardous waste disposal by arranging for the sourcing of maintenance to the facility and portable equipment, and planning for the pick-up and removal of tires, batteries, steel, and other waste from several pick-up points at the facility.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Six years experience of parts management at a senior level.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read guidelines, procedures, correspondences, standards, manuals, bids and contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write plans, correspondences, contract specifications, memos, minutes, policies and procedures and other documentation.
Managerial	Managerial responsibilities include planning and supervising the department in the areas of procurement, inventory control and usage, vendor use and employee responsibility and hiring.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed within a team managed organization.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Inventory control, copier, fax, memo or mail distribution, meetings, training sessions or presentations, interaction with vendors
Sitting	F	Computer, desk work, meetings, interviews, team evaluations, training sessions
Walking	F	Inter-office, through-out facility
Lifting	R	Parts, office supplies, equipment
Carrying	R	Parts, office supplies, equipment
Pushing/Pulling	R	Parts, office supplies, equipment
Reaching	R	Parts, office supplies, equipment
Handling	O	Parts, office supplies, equipment
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	R	Working in parts room
Crouching	N	
Crawling	N	
Bending	O	Working in parts room
Twisting	R	Working in parts room
Climbing	R	Ladder
Balancing	R	Working in parts room
Vision	C	Computer, desk work, filing, reading, during interviews, presentations or team management
Hearing	C	Telephone, co-workers, staff, team members, vendors, meetings, interviews, presentations or team management
Talking	C	Telephone, co-workers, staff, team members, vendors, meetings, interviews, presentations or team management
Foot Controls	R	Driving
Other (specify)	N	

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Key cutting machine, hydraulic hose machine, 800mhz radio, computer, palm pilot, bar-code reader, Standard Microsoft Windows and Office software, Faster software (specialized fleet management package)

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	W
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety shoes, ear plugs/protection, safety glasses

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)